

JOB DESCRIPTION

DEPARTMENT: Sanitation & Recycling
POSITION TITLE: **Sanitation and Recycling Driver/Laborer**
REPORTS TO: Street Commissioner
FLSA CATEGORY: Full-Time/ Nonexempt/Hourly (clothing allowance eligible; overtime after 40 hours/week; subject to random drug testing)
DATE: April 1, 2011

Definition:

The incumbent is to prepare for the assigned tasks or collection route by inspecting and servicing the appropriate vehicle and/or equipment and equipping oneself with the proper needed safety equipment to perform the required work detail. The incumbent will usually work either as a recycle laborer or as a sanitation laborer. However, an incumbent must be able to perform all essential functions under the direction of the Street Commissioner.

ESSENTIAL FUNCTIONS AND DUTIES

1. Sanitation
 - a) Diagnose problems with vehicles and/or equipment during operation, morning fuel/safety check, and on a daily report upon the end of the day.
 - b) Operates sanitation and/or recycling truck (GVW of 28,000+ lbs.)
 - c) Collects trash, brush, recyclables, and garbage and deposits it in the proper vehicle for transportation to required disposal site.
 - d) Keeps the vehicle and/or equipment clean and performs preventative maintenance.
 - e) Fills out other required forms for the Department.
2. Recycling drop-off site
 - a) Empties paper bins and stacks them onto a semi-truck.
 - b) Crushes aluminum cans in a crushing machine.
 - c) Prepares the plastic and cardboard for recycling.
 - e) Maintains order and cleanliness in the recycling area.

NONESSENTIAL FUNCTIONS AND DUTIES

1. Performs shop/grounds clean-up tasks.
2. Assists in street maintenance.
3. Assists in tree removal and trimmings.
4. Plows snow and/or salts roadways.

MINIMUM QUALIFICATIONS

1. Valid Indiana Driver's License required, CDL - Class B with Air Brake Endorsement. Subject to random drug testing compliance if he/she possesses a CDL.
2. High School education or equivalent, or relevant work experience.
3. The ability to operate other motorized equipment such as can sorter, wood chipper, glass crushers, mowers, bailers, etc.

4. The ability to position vehicle on route so that workers are exposed to the least hazard and not to affect traffic flow.
5. The ability to recognize dangerous and hazardous waste so that it may be properly disposed of.
5. The ability to deal with customer complaints and or concerns in a courteous manner.
7. The ability to operate a 2-way radio.
8. Work safely without presenting direct threat to self or others.

WORKING ENVIRONMENT

1. Incumbent spends almost 100% of the day outside. Standing, sitting, and walking are all required.
2. Heavy lifting (75 lbs.) is required constantly throughout the day. The incumbent deals with all types of extreme weather conditions. He/She must possess adequate strength and agility to perform regular lifting and moving of materials overhead, bending down, climbing, or crawling up to 8 hours a day.
3. When working a sanitation truck incumbent alternates a half an hour driving and a half an hour on the back of the truck disposing of trash.
4. Incumbent works in and around moving traffic and motorized equipment.
5. Incumbent is exposed to potentially hazardous and obnoxious materials and chemicals.
6. The Street department dress code must be followed at all times. Steel-toed boots are included in this code. Incumbent is also required to wear safety equipment as outlined in safety rules and regulations.

The above declarations are not intended to be an “all inclusive” list of duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.